

## **Instructions To Submit On Line Applications On Website**

- 1) To submit application on line with BEST Undertaking Candidate has to complete registration process on the above mentioned website.
- 2) To register name on line with BEST Undertaking candidate has to record his **Vehicle License No.** by using option '**Register**'. In addition to this candidate has to record / fill his **mobile number (mandatory)** and **email ID (optional)**. Thereafter candidate has to create password as per his convenience as shown on the screen. The created password should be type again.  
  
After filling above information candidate has to click '**Register**' button. The information filled by the Candidate will be send on **his e-mail address** (if recorded) or on **his mobile no.**
- 3) After on line registration candidate can see the '**login screen**' in which he has to fill the **vehicle license number as 'User ID'**. Thereafter Candidate has to type his password which has created in registration process. If candidate is forget his pass word than he can use '**Forget Password**' option.
- 4) After login Candidate can see the '**Profile**' screen. Candidate has to fill his personal information in profile.
- 5) Thereafter Candidate has to fill the information of vehicle license.
- 6) After filling personal information and vehicle license number Candidate has to up-load his passport size Photograph (size 10 to 50 KB) along-with scan copies of vehicle license, Aadhaar Card or Ration Card, birth certificate or school leaving certificate and education qualification.
- 7) After recording or filling all information in profile if Candidate desires to modify any information he can use the option '**Edit Profile**'.
- 8) Thereafter to select the training course Candidate has to use the option '**Course**' to select the course of his choice. Use the option '**Apply Now**' shown below the selected course and candidate can choose the course time suitable for him. (Please note that if the time selected for particular course by candidate is available then only candidate can get the selected time slot either another training time available will be allocated by the Undertaking).

- 9) After selection of course at the end Candidate has to select the option '**I Agree Terms and Conditions**' and click on the option '**Apply Course**'. Thereafter Candidate can see the information recorded / filled by him. Candidate should take print of admission. The said information will be send on his e-mail address (if registered) and on his mobile.
- 10) After submitting application within 30 days Candidate should contact Traffic Training Center, Dindoshi along-with original certificates i.e. Vehicle license, address proof, proof of Date of birth, proof of education qualification.